

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 155PAGE
NO. 2. ✓

1. Requesting Agency

STATE TOBACCO WAREHOUSE

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. ACCOUNTING RECORDSPeriod Covered: 1951 - -
Quantity: 4 cubic feet
File Arrangement: chronological
Annual Accumulation: 1 cubic foot
Disposable Amount: 1 cubic foot
Audited by: State

This item includes all standard accounting forms used by

State agencies. Specifically, these are:

Comptroller of the Treasury

Form No.

E-1-S	Distribution of Charges
E-1 & E-2	Transmittal
DD-1	Certificate of Deposit
R-2	(formerly MR-2) Monthly Report of State Funds Collected and Deposited
	Monthly Statement of Balances
	Distribution of unexpended and obligated Balances

Purchasing Bureau (Dept. of Budget & Procurement)

1-a	Requisition for Supplies
47-a	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies

Approved Hall of
Records Commission

7. Agency, Division or Bureau Representative

W. K. Deen J.

Signature

Administrative Assistant April 5, 1955

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.4/6/55
DateM. S. O'Leary
Archivist

APR 11 1955

Date

Secretary

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	<p>39A & 40A Stores Requisition</p> <p>CF-2 Copy of Contract Awarded</p> <p>CF-1 Capital Fund Requisition for Equipment</p> <p>100/24 Actual Emergency and Repairs Report</p> <p>27-A Copy of Contract Awarded</p> <p>CF-3 Copy of Contract Awarded</p> <p>Delivery Notice</p> <p>26-A Notice of Award of Contract</p> <p>52 Credit Memorandum</p> <p>51 Report of Partial Delivery</p> <p>Budget Bureau (Department of Budget & Procurement)</p> <p>BB-1 (Rev.) Formerly BB-1 and BB-2 Budget Schedule Amendment Sheet</p> <p>BP Inv. R101 Report of Fixed Assets (annual)</p> <p>BP Inv. R102 Report of Materials and Supplies (annual)</p> <p>BP Inv. 6 Materials and Supplies Physical Inventory (annual)</p> <p>BB-10 Request for Position Action</p> <p>Budget Forms 1 thru 11 Budget Estimates Fiscal Year (13 pages including Farm Statement)</p> <p>BP Inv. 1 Stores Record</p> <p>BP Inv. 2 Equipment Record</p> <p>BP Inv. 3 Motor Vehicle Record</p> <p>Memorandum of Adjustment</p> <p>Others</p> <p>Vendors Invoices</p> <p>Bank Deposit Slips</p> <p>Bank Statements</p> <p>Bank Deposit Receipts</p> <p>Cancelled Checks</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY</p>	
2.	<p>ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE</p> <p>PAYROLL (Prior to July 1, 1953) - The agency copy of this payroll is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p> <p>PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p>	<p><i>Approved Hall of Records Commission</i></p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date APR 11 1955 <i>[Signature]</i> Secretary</p>

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PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 2, Item 3-b, approved by the Board of Public Works, January 11, 1954).


PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-1¹ (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 5, Item 3, approved by the Board of Public Works, May 10, 1954).

APPROVED BY
BOARD OF PUBLIC WORKS

Date APR 11 1955


Secretary